

Needham Youth Services supports youth in identifying employment opportunities. We do not screen businesses nor youth seeking employment. Youth who wish to utilize the below listing shall indemnify and hold the Town of Needham harmless and release the town from any and all liability, claims, suits, losses, causes of action, or damage arising or occurring out of being hired for a position.

# Needham Youth Services

## Job Posting 11/23/15

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### **Job Posting: Crash Line Products**

**Date:** 11/12/2015

**Job Title:** Boston Calling High School Ambassador

**Hourly Pay:** approx. \$9.00 + perks

**Age Requirements:** 14+

**Job Hours:** approx. 11

**Company Name:** Crash Line Productions

**Company Address:** 4 South Market Building | Boston, MA 02109

**Company Website:** [www.bostoncalling.com](http://www.bostoncalling.com)

**Contact Person:** Eliza Soros

**Number:** 617-371-3983

**Email:** [eliza@crashlineproductions.com](mailto:eliza@crashlineproductions.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

The Boston Calling High School Ambassador Program is intended to introduce interested high school students to the music and large-scale event industries. Ambassadors will receive an inside look at the planning and production of Boston Calling Music Festival, and will gain hands on experience in guerilla and digital marketing. We are seeking outgoing and self-motivated ambassadors, whose responsibilities will include: canvassing 50 posters on 4 occasions and posting to all social media channels on 4 occasions. More information can be found at [bostoncalling.com/ambassador](http://bostoncalling.com/ambassador)

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## **Job Posting: Lapels Dry Cleaning**

**Date:** 11/12/2015

**Job Title:** Customer Service Representative

**Hourly Pay:.** \$9.00

**Age Requirements:** 18

**Job Hours:** After school till 8pm and weekends

**Company Name:** Lapel Dry Cleaning

**Company Address:** 1189 Highland Ave. Needham

**Company Website:**

**Contact Person:** Brian Palumbo

**Number:** 781-444-0516 or 781-444-0412

**Email:** [bpumlumbo@ara12.com](mailto:bpumlumbo@ara12.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

Must be able to work independently and have good customer services skills.



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## **Job Posting: Tibma Design Build**

**Date:** 11.02.15

**Job Title:** Social Media Implementer

**Hourly Pay:** \$12/hr

**Age Requirements:** High Schooler

**Job Hours:** 5-10 hrs a week

**Company Name:** Tibma Design Build

**Company Address:** 189 Rosemary Suite 1, Needham

**Company Website:** [www.tibmadesignbuild.com](http://www.tibmadesignbuild.com)

**Contact Person:** Dan Tibma

**Number:** 781-453-0414

**Email:** [dantibma@tibmadesignbuild.com](mailto:dantibma@tibmadesignbuild.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

Help with Social Media.

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## **Job Posting: Stone Rehabilitation & Senior Living (Formerly Stone Institute)**

**Date:** 10/29/2015

**Job Title:** Receptionist

**Hourly Pay:** \$9.00 Per Hour

**Age Requirements:** 16

**Job Hours:** 4:30PM-7:30PM Mon-Fri (one or two nights); Sat/Sun – shifts available:  
9AM-230PM and 230PM-730PM

**Company Name:** Stone Rehabilitation & Senior Living (formerly Stone Institute)

**Company Address:** 277 Elliot Street, Newton Upper Falls, MA 02464

**Company Website:** [www.StoneInstitute.com](http://www.StoneInstitute.com)

**Contact Person:** Carol Osofsky, Business Office Coordinator

**Number:** 617-527-0023

**Email:** [cosofsky@StoneSeniorLiving.com](mailto:cosofsky@StoneSeniorLiving.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

We are looking for a few candidates who would like to work our Reception Desk to greet guests and answer the telephone.

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## **Job Posting: Beaumont Capital Management**

**Date:** 10/20/15

**Job Title:** Sales/Marketing Internship

**Hourly Pay:** \$10-\$12

**Company Name:** Beaumont Capital Management

**Age Requirements:** 17+

**Job Hours:** Flexible but looking to start with 8-10 hours per week. This could increase depending on youth availability.

**Company Name:** Beaumont Capital Management

**Company Address:** 250 1<sup>st</sup> Ave, Suite 101, Needham, MA

**Company Website:** [www.investbcm.com](http://www.investbcm.com)

**Contact Person:** Stephanie Reardon

**Number:** 781-400-2808

**Email:** [sreardon@investbcm.com](mailto:sreardon@investbcm.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

We are seeking a driven junior or senior student with a high willingness and ability to learn and execute a wide variety of tasks. The initial primary task will consist mainly of mailings (company gear and "thank you" notes) to our clients. Other responsibilities could include anything related to sales and marketing. Neat penmanship is a must!



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## **Job Posting: St. Joseph's Basketball Program**

**Date:** 10/19/15

**Job Title:** referee

**Hourly Pay:** \$15 per game

**Age Requirements:**

**Job Hours:** varies

**Company Name:** St Joseph's Basketball Program

**Company Address:**

**Company Website:**

**Contact Person:** Steve Blomberg

**Number:**

**Email:** [coachsteve39@msn.com](mailto:coachsteve39@msn.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

Please Contact Steve Blomberg at: [coachsteve39@msn.com](mailto:coachsteve39@msn.com). Include your name, grade, email address and a phone number. A refereeing clinic is required from which qualified referees will be selected for the program.

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## **Job Posting: Staples**

**Date:** 10/15/2015

**Company Name:** Staples

**Job Title:** Sales Associate

**Hourly Pay:** \$9.10 + based on experience

**Job Hours:** 10-20

**Age Requirements:** 16+

**Company Address:** 163 Highland Ave, Needham, MA

**Company Website:** Staples.com

**Contact Person:** Tiffany McNulty

**Number:** 781-449-5766

**Email:** [tiffany.mcnulty@staples.com](mailto:tiffany.mcnulty@staples.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

**No experience necessary...Position Summary:** Responsible for providing exceptional customer service and creating a customer centric environment. This person will also be required to perform store operational tasks as needed.

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## **Job Posting: Walgreens**

**Date:** 10/4/2015

**Job Title:** Customer Service Associate

**Hourly Pay:** \$9.00

**Age Requirements:** 16

**Job Hours:** Varies, store is open 7am - 10pm. Typical shifts are 7-4 ish or 3-10 ish

**Company Name:** Walgreens

**Company Address:** 1478 Highland Ave

**Company Website:** [www.walgreens.com](http://www.walgreens.com)

**Contact Person:** Andrea Baxter or any other manager on duty

**Number:** 781-444-5714

**Email:** [mgr.01852@store.walgreens.com](mailto:mgr.01852@store.walgreens.com)

Brief Description of the job duties and qualifications needed (1-2 sentences): Customer Service!!!! Warehouse Management, Store Upkeep, duties vary daily.

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## **Job Posting: TJX Companies**

**Date:** 11/02/15

**Company Name:** TJX Companies

**Job Title:** Varied Positions

**Hourly Pay:** Minimum wage

**Job Hours:** Part-Time & Full-Time

**Age Requirements:**

**Company Address:** Varied Locations

**Company Website:** [www.tjxjobs.com](http://www.tjxjobs.com)

**Contact Person:**

**Number:** 1-866-831-0865

**Email:** [Workforce.Service@ey.com](mailto:Workforce.Service@ey.com)

**Brief Description of the job duties and qualifications needed (1-2 sentences):**

Qualifications:

- Ability to work a flexible schedule, including nights and weekends
- Professional appearance
- Solid customer service skills and experience
- Excellent verbal and written skills
- Ability to make timely decisions under challenging circumstances
- Strong organizational skills, attention to detail
- Leadership, takes ownership, can direct others
- Self-motivated, works quickly and efficiently on multiple tasks
- Responsible, dependable and honest

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**Please note that the above represent the job was received by the Youth Services Office over the course of the past week. For additional employment opportunities, please also check postings from prior weeks as jobs listed there may still be open (i.e. not yet filled).**